

Cambridge Public Library

Main Library Meeting Room Policy, Procedures and Request Form

The Cambridge Public Library Main Library offers meeting and program spaces for groups of varying sizes to serve an educational, cultural, or civic purpose. These rooms are available for **Cambridge-based not-for-profit community groups** only and are subject to the policies and procedures outlined below and in accordance with the American Library Association's Library Bill of Rights.

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, its staff, its Board of Trustees, or the City of Cambridge.

Library sponsored programs have priority for all meeting and conference rooms. The library reserves the right to re-schedule confirmed reservations to accommodate library-sponsored programs and events. To minimize this possibility the library takes bookings no more than two months in advance.

Meeting Rooms available:

Beech Room capacity: 18

Rindge Room capacity: 10

Community Room capacity: 50 or less depending upon set up

Lecture Hall capacity: 214

Wireless wifi is available in all rooms.

Reservation period opens the first weekday of:

December

February

April

June

August

October

For the following months:

January & February

March & April

May and June

July & August

September & October

November & December

Exceptions to booking periods are at the discretion of the Library Director or Assistant Directors. Requests must be submitted on the application form for Main Library Meeting Rooms.

Policy

- All meetings must be free and open to the public
- Rooms are available on a first come first served basis; the library cannot accommodate regular weekly or monthly meetings for any organizations.
- Rooms must be reserved by an adult (18 yrs or older) representing the group and must be a Cambridge resident and a Cambridge Public Library cardholder in good standing. This person must sign a form acknowledging and accepting all library meeting space policies, rules and procedures; failure to abide by the stated policies may disqualify the group from future use of the rooms and penalty fees assessed to the cardholder's account.
- **We are unable to check on availability of spaces for certain dates by telephone.** Please submit an application with the desired dates and we will contact you within 4 business days of receipt of your request.
- Attendance cannot exceed the room's capacity; groups must ensure clear access to emergency exits at all times.
- An adult 18 years or older must be present and have supervisory responsibilities when youth groups use the meeting rooms
- Rooms may not be booked by individuals or commercial entities for personal events, i.e. parties, recitals, meetings, condo association meetings, etc.
- Library cannot provide storage for equipment or other items for organizations
- No admission fees may be charged or solicited. No donations of money or other property may be solicited or collected from the audience. No promotions or sales of services or products, merchandise, materials or other items allowed

- Sales of services, products, merchandise, materials or items or solicitations of donations authorized pursuant to a library sponsored program or event, or on behalf of the Friends of the CPL or the Cambridge Public Library, are permitted.
- Meeting rooms used during library business hours must conclude 30 minutes before the library closes; failure to evacuate the space 15 minutes before closing will result in a fee of \$25 to be charged to the card of the signatory on the meeting room request form and could disqualify the group from future use of rooms.
- Group representatives may not enter the library, nor will deliveries be accepted before regular library operating hours.
- The Community Room and the Lecture Hall may be booked for after-hours use but the events cannot begin before the library closes. Groups will be charged according to the fee schedule listed in the After Hours section of this policy.
- Refreshments may be served only in the Community Room and the Beech Room but food may not be prepared on library property.
- Groups using the library must abide by city and state ordinances and statutes, for example: smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed in the library. This list is for illustrative purposes only and does not constitute a comprehensive list of prohibited activities.
- Groups are responsible for clean up and leaving the room in the state they found it and will be responsible for any damage beyond normal wear; charges will be assessed for damages or required extra clean-up
- Library is not responsible for theft or damage to property in a meeting room
- Library staff must have access to the room at all times
- The library's address and phone number cannot be used as the official address of any organization using the meeting space; in publicizing a meeting held at the library the sponsoring group must be clearly identified and publicity cannot imply library sponsorship or endorsement.
- The group assumes responsibility for ADA compliance.
- The library provides limited audio-visual equipment for outside groups. Staff is not available to assist with setting up or troubleshooting equipment during the event or program.
- Groups using Lecture Hall **must** send a representative to meet with library staff within one week before the event to ensure proper usage of technology, equipment and to confirm set up.
- Groups using meeting rooms are required to observe the library's recycling policies.
- All groups, clubs, entities or individuals using a library meeting room must comply with these rules and with the Behavior Policy of the Cambridge Public library (see our website). Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges
- Metal sign stands are available for your use and will accommodate signs 8 ½ x 11 or 11 x 17. Tape cannot be used on any surfaces or furniture.

Procedure

- All groups must complete a CPL application form for meeting rooms; application forms are available at all CPL locations and on the library's web site. **No in person or phone requests will be accepted.**
- Applications must be signed and submitted to the Administration **Office at least two weeks before the first requested meeting date.**
- Furniture set up must be included on the Meeting Room Request Form. Staff will not be available to accommodate last minute requests for lecterns, extra chairs, tables, etc.
- The library reserves the right to assign a room appropriate for your event.
- Notification of approval will be made by email or telephone. Please do not call. We will respond within four business days of receipt of your request.
- Any applicant denied use of a library meeting room may appeal the denial in writing to the Director of Libraries. The Director will review the application and respond in writing to the applicant.
- Reservations must be cancelled at least 48 hours before the scheduled event; less notice may result in a fee being charged or the group may be unable to reserve rooms in the future. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled.
- Questions not addressed by this policy should be address to the Program Coordinator at 857-235-9809.

Online room booking

- Read Room Booking Policy completely to determine if your group qualifies. Only requests from Cambridge based nonprofit community groups will be considered.

Procedure

1. Choose available date from calendar.
2. Choose room
3. Choose beginning and ending time
4. Complete and submit your signed room request form. **Incomplete request forms will not be considered.**
5. You will receive an email confirming receipt of your request upon submission.
6. You will receive a confirming or denied request email within 4 business days.
7. No phone calls will be accepted with questions about receipt of request or request status.

After Hours Use of Main Library Spaces

Cambridge based non-profit organizations may be allowed to use areas of the Main Library for private functions when the library is closed. The ability to do so is based on the availability of library staff willing to work during the requested hours and the library's ability to get the space back to its normal operations before re-opening to the public. Authorization to use the space is at the discretion of the library director.

Criteria for consideration:

- Is the group a legally constituted non-profit organization based in Cambridge?
- Can the group provide at least two references from other venues that have hosted their events?
- Are you serving food and/or beverages?

Serving of Alcohol requirements:

- You must use a caterer who holds a license to serve alcohol (only licensed personnel may serve alcohol; no self service). They must demonstrate a successful history of serving alcohol at its events in other venues.
- A permit from the City of Cambridge License Commission must be obtained by you.

Fee schedule:

- L2 – Lecture Hall and/or Community Room.....\$150.00 per hour
- Reading Room/Sakey Room/Connector.....\$300.00 per hour
- Patio.....\$75.00 per hour
- Parking Garage.....\$75.00 per hour

Please submit a request form with notation that it is an afterhours request.

Please contact the Library's event coordinator with additional questions at 857-235-9809.

Room Request Form

Please print clearly

Name _____ Library Card # _____

Address _____

Email address _____ Phone _____

Name of contact person if different than name listed _____

Email address of contact person _____ Phone of contact person _____

Name of group/organization _____

Address of group/organization _____

Website of group/organization _____

501c3 designation ____yes____no Please attach certificate with application.

Title of meeting _____

Purpose of meeting _____

Date(s) requested _____ Time(s) requested _____

Room requested _____ # of attendees _____

If you are using the Community Room please check set up needed:

Lecture style (up to 50 chairs facing front) _____

Classroom style facing screen (6-8 tables with 3 chairs at each facing front) _____

Classroom style facing white board (6 tables with 3 chairs at each) _____

”U” shape facing screen or whiteboard (6 tables & 3 chairs each or 9 tables with 3 chairs each) _____

Square (8 tables with 3 chairs each) _____ **Large Square** (10 tables & 3 chairs each) _____

Circle of chairs (15-20 chairs) _____

Please check the following as needed:

of tables for food or handouts _____ Screen _____ Projector _____ Easel _____

I have read the above Policy and Procedures and will assume responsibility for compliance.

Signature _____ Date _____

Library approval: _____ Room: _____ Date _____